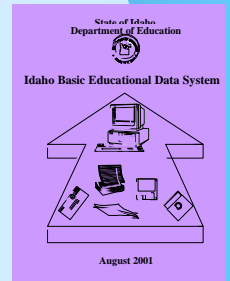


What is IBEDS?

Idaho Basic Education Data System – I.C. 33-1004D



IBEDS

Idaho Basic Education Data System

Comprehensive database of all district employees for –

State Funding

Statistics

Accreditation

Teachers Certification/Misassignments

Also – Professional Technical, Special Ed., etc.

A “Snap-shot” in time – last Friday in September

Must be submitted to the State no later than **October 15th**

Must use IBEDS program to submit data (including assignment records)

IBEDS Reporting Time Line

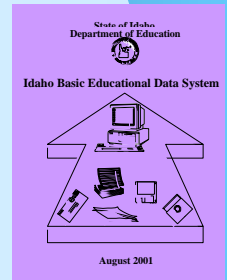
- ✓ **Last Friday in September – a “snapshot” in time**
- ✓ **October 15th – District submits initial data to the State Department of Education (SDE)**
- ✓ **November 15th – SDE provides districts with preliminary reports**
- ✓ **December 15th – All corrections submitted to SDE**
- ✓ **December 31st – Last day to submit data for settled contracts**
- ✓ **February 15th – Districts receive Salary Based Apportionment and Benefit Apportionment payment based on your IBEDS data**

Reporting

Idaho Basic Education Data System (I.C. 33-1004D)

“For each employee of the school district, a report shall be made in a format prescribed by the state superintendent of public instruction,...” See IBEDS Manual for additional assistance in placing certified staff/positions on the experience and education multiplier table.

<http://www.sde.state.id.us/finance>



Classification of Employees

1) Certified Employees

- ✓ Administrators

- ✓ Instructional

 - ✎ Classroom Instructors

 - ✎ Pupil Support Personnel

2) Noncertified Employees



CERTIFIED JOB CLASSIFICATIONS AS DEFINED BY THE IDAHO BASIC EDUCATIONAL DATA SYSTEM

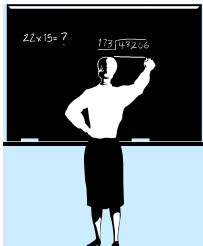
A. Administrative Staff

- Superintendents
- Assistant Superintendents
- Directors/Supervisors/Coordinators
- Elementary and Secondary Principals
- Assistant Elementary and Secondary Principals
- Head Teachers (restricted use)

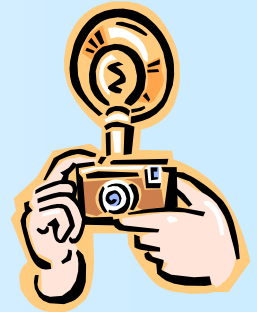


B. Instructional Staff (including certificated and licensed positions)

- Elementary and Secondary Teachers
- Elementary and Secondary Counselors (including vocational)
- Media Generalists/Librarians
- School Facilitators (Gifted/Talented, Technology)
- School Psychologists and Psychological Examiners
- School Social Workers
- School Nurses
- Speech/Language Pathologist and Audiologists
- Occupational and Physical Therapists



What to Report in IBEDS



What Actually is happening as of the last Friday in September – “Snapshot” in time

Question – What if I’m not in session on that day or only in session a partial day?

Answer – Use the preceding day that reflects the normal activities of school.

Pepper . . . and Salt

THE WALL STREET JOURNAL



Ray

“Well, he looks like a duck, walks like a duck, and quacks like a duck, so I assume there’s a duck to see you, sir.”

Certified Employee Records

Personnel Maintenance Record

Contract Record

Assignment Record



Personnel Information Supporting Tables State Reports Federal Reports Accreditation Reports Statistical Reports

Edit Reports Funding Formula Data Export/Import System Control



Personnel Information Record

Personnel Information



Pers. Info Pers. List Ed Hist Carl Empl Assignments Certifications Next Empl All Carl All Next

SSN:

Name-Last: PUBLIC First: JOHN Middle: Q

Address: 9999 HIGH STREET Address-2:

City: BOISE State: ID Zip: 83706-0059

Birth Date: 08/29/1973 Gender: ☒ Male ☐ FemaleEthnicity: W White Passed Competency Test: ☒ Yes ☐ No

Initial Certification Year: 1998 Year of Degree Claimed: 1995

Institution where highest degree obtained: 010 BOISE STATE UNIVERSITY

State where highest degree obtained: ID

Most recent year receiving college transcript credits: 2002

Employee Status: A Last Date Updated: 03/10/2003 # Education History Records: 4



Education/Experience Record

Personnel Information

Pers. Info Pers. List Ed. Hist Carl Empl Assignments Certifications Next Empl All Carl All Next

SSN: PUBLIC, JOHN

Add

Update

School Year: 2003 Degree: BS BACHELOR OF SCIENC

Save

Cancel

Credits: 0 Years in State: 3

Delete

Years out of State: 0 Years Non-public: 0

Sch Year	Degree	Credits	Yrs in State	Yrs out of St	Yrs Non-pub
2003	BS	0	3	0	0
2002	BS	0	2	0	0
2001	BS	0	1	0	0
2000	BA	0	0	0	0

Personnel Information

Sch Year	District	District Name	Bldg	School Name	Status
2003	002	MERIDIAN JOINT DISTRICT	405	MERIDIAN HIGH SCHOOL	A
2002	002	MERIDIAN JOINT DISTRICT	127	SPALDING ELEMENTARY SCHOOL	A
2001	002	MERIDIAN JOINT DISTRICT	127	SPALDING ELEMENTARY SCHOOL	A
2000	002	MERIDIAN JOINT DISTRICT	127	SPALDING ELEMENTARY SCHOOL	A

Personnel Information Supporting Tables State Reports Federal Reports Accreditation Reports Statistical Reports

Edit Reports Funding Formula Data Export/Import System Control



Assignment Record

Personnel Information

Pers. Info Pers. List Ed. Hist Cert. Empl Assignmnts Certifications Ncert Empl Alt Cert Alt Ncert

SSN: PUBLIC, JOHN

Add

Update

School Year: 2003

Base

Days

FTE

Save

Cancel

District: 002 MERIDIAN JOINT DI

Contract 1:

32939

230

1.00

Delete

Contract: 1

Contract 2:

0

0

0.00

Per iod	Assign Code	Building	Grade	Comb Class	Aide Hours	Male Students					Female Students				
						W	B	H	N	A	W	B	H	N	A
1	0051	127	3	N	0	0	0	0	0	0	0	0	0	0	0
				N	0	0	0	0	0	0	0	0	0	0	0
				N	0	0	0	0	0	0	0	0	0	0	0
				N	0	0	0	0	0	0	0	0	0	0	0
				N	0	0	0	0	0	0	0	0	0	0	0
				N	0	0	0	0	0	0	0	0	0	0	0
				N	0	0	0	0	0	0	0	0	0	0	0
				N	0	0	0	0	0	0	0	0	0	0	0
				N	0	0	0	0	0	0	0	0	0	0	0
				N	0	0	0	0	0	0	0	0	0	0	0

Sch Year	District	Contract	FTE
2003	002	1	1.00
2002	002	1	1.00

Noncertified Employee Records

- 1. Personnel Maintenance Record
 2. Noncertified Employment Record





Noncertified Personnel Information Record

Personnel Information

Pers. Info Pers. List Ed. Hist Cert. Empl Assignments Certifications Ncert Empl All Cert All Ncert

SSN:

Name-Last: First: Middle:

Address: Address-2:

City: State: Zip:

Birth Date: Gender: ☐ Male ☒ Female

Ethnicity: Passed Competency Test: ☐ Yes ☒ No

Initial Certification Year: Year of Degree Claimed:

Institution where highest degree obtained:

State where highest degree obtained:

Most recent year receiving college transcript credits:

Employee Status: Last Date Updated: # Education History Records:

Sch Year	District	District Name	Bldg	School Name	Status
2002	002	MERIDIAN JOINT DISTRICT	603	LAKE HAZEL MIDDLE SCHOOL	A

Certified Personnel Record

Personal Information

Name, Social Security Number, Birth date, Gender, Ethnicity, etc.

Education History

Must have a current year record “2003”

Degree Claimed

Additional College Transcript Credits

Years **COMPLETED** *experience*

In State – for a Public School K-12

Another State – for a Public School K-12

Private or parochial (accredited) K-12

Education

Initial Certification Year

Degree Year

Instruction where degree was receive

State were degree was issued

Last year additional college credits were earned



Certified Contract Record

Current Year = 2003

- General Information

- ☒ District and Building Number

- ☒ Hire date

- ☒ Years in District + Type of Contract data

- Contract information

- ☒ Base Salary Amount

\$36,000

- ☒ Contract days

191 days

- ☒ FTE (Full-time Equivalent)

1.00 FTE

- ☒ Extra Pay (code & amount)

A \$500

- Funding Source information

Code 10 = 75% (General M&O)
Code 05 = 25% (Title VI-B)

Certified Assignment Record

- ✓ Period
- ✓ Assignment Code
- ✓ Building
- ✓ Grade Level
- ✓ Elementary only
 - ☒ Combined Class?
 - ☒ # of Aide Hours
- ✓ Student Count
 - ☒ Gender of kids
 - ☒ Ethnicity

STATE OF IDAHO
DEPARTMENT OF EDUCATION
IDAHO BASIC EDUCATIONAL DATA SYSTEM
CERTIFIED STAFF ASSIGNMENTS

1 SCHOOL YEAR

2 SOCIAL SECURITY NUMBER

3 DISTRICT

4 PRIMARY BUILDING

Building Name

Building Number

5 NAME

Last First Middle

6 ASSIGNMENTS AND MEMBERSHIP BY GRADE, ETHNICITY & GENDER

PERIOD	ASSIGN. CODE	BUILDING	GRADE LEVEL	ELEMENTARY ONLY		MALE STUDENTS				FEMALE STUDENTS				
				COMBINED CLASS (Y/N)	# AIDE HOURS	White	Black	Hispanic	Native Amer.	Asian	White	Black	Hispanic	Native Amer.
1														
2														
3														
4														
5														
6														
7														
8														
9														

BEDS Form 3

REV/8/00

Personnel Information Supporting Tables State Reports Federal Reports Accreditation Reports Statistical Reports

Edit Reports Funding Formula Data Export/Import System Control



Assignment Record

Personnel Information

 Pers. Info Pers. List Ed. Hist Cert. Empl Assignmnts Certifications Ncert Empl Alt Cert Alt Ncert

 SSN: PUBLIC, JOHN

Add

Update

 School Year: 2003

Base

Days

FTE

Save

Cancel

 District: 002 MERIDIAN JOINT DI

Contract 1:

 32939 230 1.00

Delete

Contract: 1

Contract 2:

 0 0 0.00

Per iod	Assign Code	Building	Grade	Comb Class	Aide Hours	Male Students					Female Students				
						W	B	H	N	A	W	B	H	N	A
1	<input type="text"/> 0051	<input type="text"/> 127	<input type="text"/> 3	<input type="text"/> N	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> N	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> N	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> N	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> N	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> N	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> N	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> N	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> N	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> N	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0

Sch Year	District	Contract	FTE
2003	002	1	1.00
2002	002	1	1.00

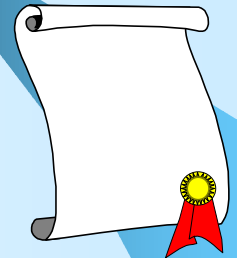
What is an IBEDS Assignment Code?

- ✓ Best describes the class taught or the position held
 - ⇒ Biology I
 - ⇒ Superintendent
- ✓ What is actually happening in your schools
- ✓ Idaho's kids are being compared to kids in other states using these codes
- ✓ This information “drives” money
- ✓ Management Decisions are made using these codes
 - ⇒ Local School Boards
 - ⇒ Idaho Legislature
 - ⇒ United States Congress



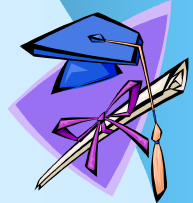
What is an Endorsement Code?

- ✓ What an individual has been trained to do
- ✓ Has completed the necessary requirements to perform the function
- ✓ Licensed by Teachers Certification
(or other authorized licensing agent)
- ✓ Hold a current valid license
- ✓ Completed necessary background/criminal history checks
- ✓ Granted the authority/permission to perform these duties.



IDAHO EDUCATOR CREDENTIALS

- ✓ Issued by SDE – Teachers Certification
- ✓ Endorsements accompany the individuals certificate
- ✓ Permission to perform certain functions



Aligning the Codes

Certificate – Endorsement – Assignment



Assignment Codes:

2505 Biology I – 9th grade
2506 Biology II – 10th grade
2627 Ecology – 7th grade
1606 Ecology – 6th grade

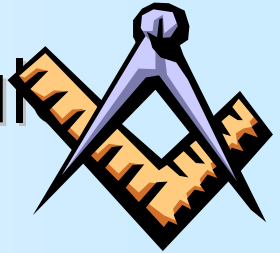
1601 Ecology – 5th grade

2606 Chemistry – 11th Grade



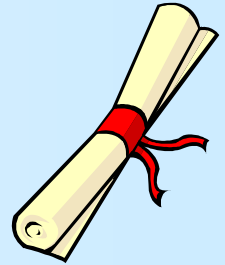
Misassignment
only 6-12
allowed

Idaho State Board Rule 08.02.02.070



The State Board of Education will authorize the Office of Teachers Certification to issue the following certificates and endorsements on the IDAHO EDUCATOR CREDENTIAL to those individuals meeting the specific requirements for each area. The requirements and each certificate and endorsement are outlined in the Professional School Personnel Certification Standards Manual (Section 33-1201, Idaho Code)

Misassignments



“01. Certificate. A person employed by a school district in a position requiring a certificate must hold a valid certificate for the service being rendered...”



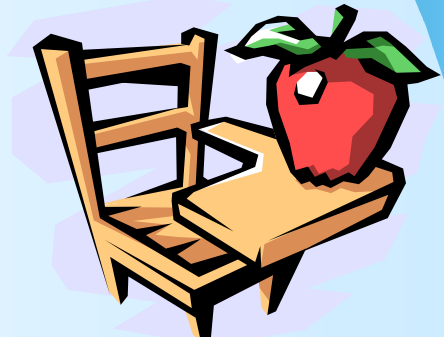
Misassignment (cont)



“...In any situation in which a person not holding a specific endorsement is to provide educational services in a specific area, the employing district must apply to the State Department of Education’s Certification Office for misassigned status to place the individual in that assignment for the school year.”

Continuing on...

“...The district must demonstrate in a written report that it has made a good faith effort to employ properly certificated educators for those duties and that a conscientious effort is being made for each specific problem.”



Criteria for acceptance of the report includes the following:



- a) The duties may comprise no more than one-half ($1/2$) of the teacher's full-time assignment.
- b) Teachers who are misassigned must have a minimum of six (6) semester hours of college credit in each subject area in which the services are being provided.

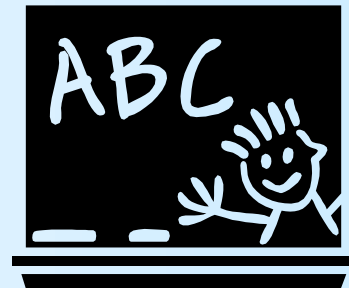
Criteria for acceptance of the report includes the following (cont.):



- c) Teachers who are misassigned must comprise no more than five percent (5%) of the total number of the district's certificated, full-time teachers, or five (5) teachers, whichever is greater. Districts which have secondary schools located more than fifteen (15) miles from another secondary school may misassign up to five (5) teachers upon approval of the Certification Office. However, in no circumstances will more than five (5) teachers be misassigned in any one building.

Waivers

“02. Waiver. Districts may request a waiver of the misassignment policy according to IDAPA 08,02,01, Section 001. The waiver request must include a rationale for the misassignment.”



Effect of Accreditation

“03. Effect on Accreditation. All misassignments will be noted on the accreditation report. Any misassignments not meeting the above criteria may effect accreditation. *Funds will be withheld* for that portion of the misassigned person’s time which exceeds the criteria included in this rule *if a waiver has not* been approved by the State Board of Education (Office of Teacher Certification).

Effect of an unauthorized misassignment on Salary Based Apportionment

“Adjustment of District Share. The contract salary of every noncertificated teacher shall be subtracted from the district’s share as calculated....” I.C. 33-1002A(8)(b)(3)(e)

This means off the top, folks!!!



Example-

If your district is entitled to \$1,000,000 in salary based apportionment

And your district fails to get a waiver approved for \$30,000

You district will receive \$970,000

AND less another \$5,226 on the related benefit apportionment

(\$30,000 x 17.42% for FICA, Medicare and PERSI)

No “if’s,” “and’s” or “but’s”.....

Thus -

- If it looks like a duck
- Walks like a duck
- Quacks like a duck
- **You'd better call it a duck**

